

Baraboo Community Development Authority
Minutes of the Regular Monthly Meeting
Thursday, February 21, 2019

The meeting was called to order by Chair Wastlund at 6:03 p.m. in Community Room, Donahue Terrace Apartments, 227 First Ave., Room 205, Baraboo, WI 53913

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Bobholz, Koehler, Petty, Skare, Zolper (6:10)
Absent: None
Staff: Patrick Cannon

III. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

IV. Approval of Agenda

A motion was made to approve the agenda as presented.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for December 4, 2018 & January 15, 2019

Fordham (1); Petty (2)

Aye: All via voice vote

Nay: None

VI. Announcement of Public Events

The Library project and the Open House was held

VII. Public Comment

No one from the public wished to speak at this time.

VIII. Receipt of Financial Statements and Approval of Vouchers.

a. January 10, 2019 to February 1, 2019 Vouchers

b. Financial Statements

c. Vacancy Report

d. Outstanding Loan Report

Motion:

To approve the Vouchers from January 10, 2019 through February 1, 2019.

Bobholz (1); Petty (2)

Aye: All via voice vote

Nay: None

Mr. Zolper enters the meeting @ 6:10 pm

IX. Executive Report

The report was included in the packet.

X. Committee Reports

A. BEDC

BEDC will be holding its next meeting at the High School.

B. Executive Committee

The Executive Committee met to earlier in the day and took the following actions:

Building Pay Request #19

Smoking Policy

Pet Policy

C. Finance

Has not met since last CDA meeting.

D. Loan Review Committee

Approved a CDBG-RLF Loan for \$35,000.00.

XI. Old Business

A. Update on CDA Projects

1. Update on construction project status

No additional updates were noted.

2. Web Site RFP

No additional updates were noted.

3. Use of solar energy at CDA owned facilities

No additional updates were noted.

B. Update on CLOSE Program

a. Potential Fair Housing Actions

Staff noted that under the CLOSE program, the aspect of Fair Housing needs to be addressed. A handout was provided of what information is required

b. Recommendation to City Council to submit CDBG application regarding CLOSE Program

As part of the CLOSE application, the City will need to submit an application to the State. The CDA is recommending that the City submit the application.

Motion: To recommend that the City Council approve the submittal of a CDBG application to the Department of Administration.

Wastlund (1); Zolper (2)

Aye: All via voice vote

Nay: None

XII. New Business

2. Lease Termination Appeal Hearing

- i. **CLOSED SESSION:** The Chair will announce that the Board will go into Closed Session according to §19.85(f), considering financial, medical, social or personal histories ... of specific persons ... which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories ... or involved in such problems or investigations (appeal hearing regarding termination of lease agreement/eviction for Avdi Sejdiya).

Motion:

To adjourn into closed session per §19.85(f)

Wastlund (1); Zolper (2)

Aye: Wastlund, Fordham, Koehler, Bobholz, Petty, Skare, Zolper (roll call)

Nay: None

- ii. **OPEN SESSION:** The Chair will announce that the Board will return to Open Session as per §19.85(2), Wis. Stat., to address any business that may be the result of discussions conducted in Closed Session.

Motion:

Return to Open Session

Zolper (1); Petty (2)

Aye: All via voice vote

Nay: None

- iii. **CLOSED SESSION:** The Chair will announce that the Board will go into Closed Session according to §19.85(1)(a), Wis. Stat., deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governing body (the Board will deliberate concerning the hearing for Avdi Sejdiya).

Motion:

To take no action to return to closed session

Fordham (1); Zolper (2)

Aye: All via voice vote

Nay: None

- iv. **OPEN SESSION:** The Chair will announce that the Board will return to Open Session as per §19.85(2), Wis. Stat., to address any business that may be the result of discussions conducted in Closed Session.

Motion:

To uphold the termination of the Lease for Mr. Sejdiya but hold the action in

abeyance for a 12 month period. Should any additional violations occur during this time period, the lease will be terminated.

Petty (1); Fordham (2)

Aye: All via voice vote

Nay: None

A. Consideration and discussion of proposed Smoking Policy

Staff noted that several adjustments were made to the proposed policy. The major change was to grant some latitude to the Executive Director to weigh the circumstance before determining action.

Motion:

After careful review, the Board moved to approve the policy revisions with a slight wording modification.

Petty (1); Fordham (2)

Aye: All via voice vote

Nay: None

B. Consideration and discussion of the Pet Policy

The Board noted that the policy has several areas that need to be addressed. Therefore no action will be taken at this time.

C. Consideration and discussion of automatic rent increase for Donahue Terrace Apartments

Staff noted that Donahue Terrace Apartments is eligible for an automatic rent increase. The increase is determined by the State and the CDA will need to take action to approve the increase. It was noted that this rent increase will not affect the rental payment for a resident unless they are currently paying a market rate rent.

After careful review, the Board moved to approve the automatic rent increase

Motion:

To approve the 2019 Rent Increase for Donahue Terrace Apartments

Wastlund (1); Petty (2)

Aye: All via voice vote

Nay: None

D. Consideration and discussion of Citizen Participation Plan for CDBG Programs

Staff noted that as part of the CLOSE program, the City is eligible to apply for a noncompetitive grant to recover the funds paid to the State. It was noted however, that the current Public Participation Plan needed to be updated and re-approved. An updated plan was presented to the Board.

After careful review of the policy, the Board moved to approve the new Citizen Participation Plan.

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Motion:

To approve the attached Citizen Participation Plan
Koehler (1); Skare (2)

Aye: All via voice vote

Nay: None

XIII. Board Member Comments

No additional comments were made

XIV. Public Comment

No one from the public wished to make a comment at this time.

XV. Adjournment

Motion:

To adjourn the meeting at 7:15 p.m.

Koehler (1); Petty (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder